

PCA – Review Quarterly Resident Rosters and Maintain Case Mix Indices Table For Rate Setting

Purpose: To assure that accurate case mix indices are available on a quarterly basis.

Identification of Roles:

1. MDS Technical Assistant – process Minimum Data Set (MDS) assessment and identify any differences between the file generated by Myers and Stauffer and the resident roster file received from Iowa Foundation for Medical Care (IFMC).
2. Senior Accountant – performs final review of Resident Rosters received from IFMC.

Performance Standards:

No performance standard in the RFP.

Path of Business Procedure:

- Step 1: Receive preliminary resident rosters with updated case mix information from Iowa Foundation for Medical Care (IFMC).
- Step 2: Process Minimum Data Set (MDS) assessment data and generate file for comparison.
- Step 3: Identify differences, if any.
- Step 4: Notify IFMC if differences are found.
- Step 5: Receive final case-mix indices via e-mail with attached Excel file from IFMC.
- Step 6: Import case-mix indices into Iowa Medicaid Cost and Rate System (IMCARS).
- Step 7: Send Quarterly Case-Mix Index Listing to Department of Human Services (DHS) via electronic mail.
- Step 8: Prepare and send Resource Utilization Group (RUG) Distribution Comparison report to DHS via electronic mail.

Forms/Reports:

1. Preliminary Resident Rosters
2. Final Case Mix Indices
3. Quarterly Case-Mix Index Listing
4. RUG Distribution Comparison

RFP References:

Section 6.7.1.2ff

Interfaces:

IME Medical Services Unit

Attachments:

N/A